



## U.S. Department of Agriculture Rural Development

*Rural Development helps rural areas to develop and grow by offering Federal assistance that improves quality of life. RD targets communities in need and then empowers them with financial and technical resources.*

# FEDERAL CAREER INTERN PROGRAM OPPORTUNITY

## Contract Specialist Positions

*The Department of Agriculture is seeking bright and motivated individuals who are interested in working in the field of Contracting to support the mission and vision of the Department of Agriculture, Rural Development.*

**The Opportunity:** As an intern in USDA's Federal Career Intern Program, you will receive formal/informal classroom training, on-the-job training and self-development. Training is designed to develop experience and progressively increase technical competency in the background, concepts, techniques, philosophy and scope of procurement programs, operations and activities. Work assignments involve performing a variety of standardized tasks relating to negotiation, award, administration or close out of contracts.

**About the Positions:** These are entry-level career development positions in which you will assist in preparing written request for proposal and invitation for bid, publicizing the requirements, analyzing price proposals, negotiating awards and modifications in final form determining applicable general and special provisions, terms and conditions unique to documentation, meeting with vendors, suppliers or their representatives and closing out completed contracts.

**Salary Range and Career Progression:** Positions will be filled at the GS-5, GS-7 and GS-9 level. The salary will range between \$28,620 and \$56,371 depending upon education and experience. At the end of the Career Intern development period, you may be noncompetitively promoted to the GS-1102-11 or GS-1102-12 level.

**Benefit Package:** USDA career opportunities feature competitive starting salaries, promotional opportunities and the potential for performance-based increases along with a full package of civil service benefits including health and life insurance, retirement and leave. In addition, we offer flexible work schedules, and access to Metro, telecommuting, public transportation subsidies and more.

**In order to qualify for this position, you must possess the following:**

**For GS-5:** successful completion of a bachelor's degree or a 4-year course of study leading to a bachelor's degree in any field **OR** three years of work experience, one year of which was performing duties related to these positions.

**For GS-7:** one year of specialized experience performing duties related to these positions **OR** completion of a full four-year course of study leading to a bachelor's degree with major field of study in a field that demonstrates the knowledge, skills and abilities necessary to do this work **AND** meet one of the following: (1) standing in the upper third of your college class or major subdivision (e.g., school of business) at the time you apply, (2) a grade point average of (3.0 on a 4.0 scale) or higher or election to membership in one of the national honor societies (other than freshman societies) that meets the requirements of the Association of College Honor Societies **OR** ranking in the upper 10% of your graduating class.

**For GS-9:** Two full academic year of progressively higher level graduate education or a Master's or higher degree (e.g., LL.B, J.D., LL.M., Ph.D., etc.) from an accredited college or university.

**DEADLINE FOR APPLICATION:** To apply for these opportunities, please complete the occupational questionnaire available at: <https://www.hr-services.org/usasonlineapp/usasonlineapp.aspx>, and insert "WA446010" for the GS-5 and GS-7 level and "WA452208" for the GS-9 level in the "Vacancy Identification Number" box that appears on the left hand side of the screen titled "Create a New Application for This Job" and click the "Submit" button. Note: When you have completed the Online Occupational Questionnaire, click the "Finish" button. The Online Occupational Questionnaire must be completed and submitted by 12:00 midnight EDT on Monday, September 19, 2005.

**NOTE: To be considered for all grade levels, each applicant must complete two separate occupational questionnaires as described above.**



Committed to the future  
of rural communities.

For more information regarding other employment opportunities with us, visit our website at: [www.usda.gov/da/employ/](http://www.usda.gov/da/employ/)

USDA provides reasonable accommodations to applicants with disabilities. USDA is an Equal Opportunity Employer.